

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Golf Course Superintendent	Job Family: 4
General Classification: Management	Job Grade: 30

Definition: Under general direction to plan, direct and oversee golf course operations, including golf course maintenance, supervision of maintenance staff, and renovation and repair projects. In addition, the Golf Course Superintendent is responsible for the monitoring and scheduling of work performed by hourly maintenance staff.

Distinguishing Characteristics: This single class position receives general direction from the Golf Course Manager. The Superintendent exercises direct and indirect supervision over assigned golf course maintenance personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Supervises day-to-day responsibilities of all facets of maintenance operations.
2. Develops work schedules, establishes priorities, reviews and adjusts schedules for hourly maintenance workers.
3. Knowledge of planting, cultivating, pruning, spraying, fertilizing and caring of plants, shrubs and trees.
4. Conducts course inspection for maintenance and upgrading.
5. Plans and reviews all maintenance activities, including irrigation systems for fairways, tees, greens and rough.
6. Plans and implements improvements and renovations of golf course grounds and facilities.
7. Assists in development of short- and long-range capital improvement project design to renovate, improve and/or replace current golf course facilities.
8. Prepares work orders for maintenance and repair of golf course grounds.
9. Oversees and supervises the work of maintenance crews.

Position Title: Golf Course Superintendent

Page 2

10. Establishes and maintains positive working relationship with coworkers, other City employees and a diverse public with a focus on quality, service and problem-solving.
11. Performs other duties as assigned.

Minimum Qualifications:

Knowledge of: Modern golf course maintenance techniques and standards, including watering, pruning and fertilization techniques/practices for tees, fairways, rough greens, trees and shrubs; methods, materials, equipment, tools and techniques used in the maintenance and repair of golf course greens, tees, fairways and grounds; turf and plant diseases and pests, including appropriate control and eradication measures; principles and practices of supervision, including discipline and performance evaluations, employee training and motivation; oral and written communication skills; computer operation and software applications.

Ability to: Organize, direct and implement maintenance of golf course greens, tees and fairways; write comprehensive reports; analyze information; communicate effectively, both orally and in writing; and operate applicable hardware and software applications.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years experience in golf course maintenance with at least two years in a supervisory capacity. Experience in turf management and course renovation is required. Previous experience in California municipal golf course operations and landfill golf course experience is highly desirable. A college degree from an accredited college or university with major course work in agronomy, turf, grass science or closely related fields. Class A membership in Golf Course Superintendents Association of America (GCSAA) is desired.

Required Licenses or Certificates: Possession of or ability to obtain a valid California driver's license. Possession of and/or the ability to obtain and maintain within six months of appointment a Pest Control Advisors License or qualified Applicator certificate.

Established

Revised

Position Title: Golf Course Superintendent

Page 3

CLASS SPECS

CS218-P^